

# Submitting Payments Online By ACH Debit

## Background

The payment functionality in Employer Self Service (ESS) allows Employers and Reporting Services to easily make payments on current and past due liability amounts. Payments can be made by accessing **Smart Links** on the **Employer Summary** screen or by selecting **Make Payments** from the left hand menu.

The system displays all outstanding amounts by quarter/year. Employers and Reporting Services may also view the Contribution Report detail for each quarter that includes the contribution, CEP, interest, penalty, amounts due and paid, and credits on the account.

Employers and Reporting Services may file reports online and initiate a payment online using the ACH Debit process. Before making a payment by ACH Debit for the first time the ACH Debit Authorization Request must be completed and returned to DETR for approval. The form is available for download at <http://ui.nv.gov/PDFS/RPT7011.pdf>. **Submit the form at least two weeks prior to the payment due date.**

## Instructions:

1. Log into ESS or navigate to the **Employer Summary** screen.
  - Click the **Make Payments** link from the left hand menu. The system will advance to the **List Dues By Period** screen.

The screenshot shows the 'EMPLOYER SUMMARY' page for user 'ACHDEBIT ACHDEBIT' on Thursday, November 17, 2016. The page includes a navigation menu on the left, account information, smart links for reports, and a quarterly report summary table.

Qtr/Year	Total Wages	Taxable Wages	Contr Due	Contr Pd	Interest Due	Interest Pd	Penalty Due	Penalty Pd	CEP Due	CEP Pd	Balance
4/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1/2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- The **List Dues by Period** screen displays all amounts due on the employer account.
  - The total current amount due is automatically displayed in the **Payment Amount** field. Either accept the default amount or change the amount if making a partial payment.

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## LIST DUES BY PERIOD

**ACH DEBIT PAYMENT 040015056**

**List Dues By Employer**  
Select an Account, then the Payment Method.

Home

- Summary Information
- File Reports
- Make Payments
- Profile Maintenance
- Submit a Request
- Change Account Status
- Appeal Information
- My Documents
- Maintain Users
- Benefits Information
- Multi Claimant Group
- Payments

Account #	Legal Name	Total Due
<input checked="" type="checkbox"/> 40015056	ACH DEBIT PAYMENT	2237.35

Account #	Legal Name	Due Type	Period Type	Period/Year	Due
40015056	ACH DEBIT PAYMENT	UI Tax	Quarterly	2/2016	1060.40
40015056	ACH DEBIT PAYMENT	UI Tax	Quarterly	1/2016	1176.95

Total Due : 2237.35  
\* Payment Amount : 2000 X

How do you wish to pay?  
(Certain fees may apply)

Payment Coupon

**IMPORTANT INFORMATION**  
When paying by check, please utilize print function and include printout with remittance.

Home:EmployerSummary      NEXT: View and Print Check Coupon

UINV ESS 2016-11-17 11:04:01 UAT

- Expand the pull down list under **How do you wish to pay?** and select **ACH Debit**. Wait for the screen to refresh.
- To complete the payment, select **NEXT: ACH Payment**. The system will advance to the **ACH Debit Process** screen.

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## LIST DUES BY PERIOD

**ACH DEBIT PAYMENT 040015056**

**List Dues By Employer**  
Select an Account, then the Payment Method.

Account #	Legal Name	Total Due
<input checked="" type="checkbox"/> 40015056	ACH DEBIT PAYMENT	2237.35

Account #	Legal Name	Due Type	Period Type	Period/Year	Due
40015056	ACH DEBIT PAYMENT	UI Tax	Quarterly	2/2016	1060.40
40015056	ACH DEBIT PAYMENT	UI Tax	Quarterly	1/2016	1176.95

Total Due : 2237.35  
\* Payment Amount : 2000

How do you wish to pay?  
(Certain fees may apply)

- ACH Debit
- Payment Coupon

Home:EmployerSummary      NEXT:ACH Payment

UINV ESS 2016-11-17 11:04:01 UAT

3. On the **ACH Debit Process** screen read the **Helpful Information** box.

- Select the bank account to be used. The bank details will populate.
- The payment date will default to current date, but can be changed to schedule the payment up to 30 days in the future.
- Select **NEXT: Authorize Payment**. The system will advance to the **ACH Debit Authorization** screen, which is one of two screens that should be printed for your records.
- Or, select **Cancel: Back to List Dues** if not authorizing payment.

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## ACH DEBIT PROCESS

**ACH DEBIT PAYMENT 040015056**  
 AccountNumber: 40015056 LegalName: Ach Debit Payment

Active ACH Employer Bank Accounts		
BankAcct#	Bank Name	Business Name
<input checked="" type="checkbox"/>	88888888888888888888 BANK OF NEVADA	

**Helpful Information**

You must have been pre-approved for the ACH Debit process in order to successfully make a payment in this way. You may press the "Cancel" button at any time during the payment process if you would like to exit the payment process without submitting a payment. Contribution Payments made after 4:30 pm Pacific Time may not be reflected in account balances viewed in UInV until the following business day.

**Account Information**

Name of the Banking Institution : BANK OF NEVADA  
 Bank Routing Number : 999999999  
 Account Number : 88888888888888888888  
 Account Type : BC Business Checking  
 Contact Name :  
 Company Name :  
 Amount Due : 2237.35  
 Amount Paid : 2000.00

\* Schedule Payment on : 11/18/2016 (MM/DD/YYYY)

UINV ESS 2016-11-17 11:04:01 UAT

4. The **ACH Debit Authorization** screen contains important information regarding the payment and should be printed.

- BEFORE clicking on **Submit Payment**, click on the **checkbox** under Authorization and THEN click **Print** located at the bottom right of the screen.
- After printing, click on **Submit Payment**. The payment will process in several seconds. The system will advance to the final screen **ACH Debit Payment Confirmation**, which provides a confirmation number for the payment.
- If not submitting payment at this time click **Cancel**. Then click on **Back: ACH Debit Process**.

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## ACH DEBIT AUTHORIZATION

**ACH DEBIT PAYMENT 040015056**

AccountNumber: 40015056 LegalName: Ach Debit Payment

**Authorization**

I, James Bond, authorize Department of Employment, Training & Rehabilitation or their authorized agent to withdraw/receive payment from the aforementioned bank account. I certify that I have the authority to make the payment using this bank account. **(Please press the submit button only once)**

Submit Payment Cancel

**IMPORTANT INFORMATION**

Contribution Payments made after 4:30 pm Pacific Time may not be reflected in account balances viewed in UInv until the following business day.

**Payment Summary**

Legal Business Name : Ach Debit Payment Business Type : Proprietorship

FEIN : 86-6461121

**Total Liability Due : \$2,237.35**

Name of the Banking Institution : BANK OF NEVADA

Bank Routing Number : 999999999

Checking Account Number : XXXXXXXXXXXXX8888

Account Type : Business Checking

Contact Name :

Payment Amount : \$ 2,000.00

Scheduled Payment Date : 11/18/2016

Back: ACH Debit Process Print

UINv ESS 2016-11-17 11:04:01 UAT

- The last step is to select **Print** located near top right of the screen. This screen provides additional details including a confirmation number and should be kept for business record purposes.

The screenshot displays the 'ACH DEBIT PAYMENT CONFIRMATION' page. At the top, it shows the UINV logo and navigation links: 'Good Morning ACHDEBIT ACHDEBIT', 'Friday, November 18, 2016', and 'Help | Contact | Resources | Logoff'. The main heading is 'ACH DEBIT PAYMENT CONFIRMATION'. Below this, the account details are listed: 'ACH DEBIT PAYMENT 040015056', 'AccountNumber: 40015056', and 'LegalName: Ach Debit Payment'. A note states: 'Note: Interest and penalties for the amount due on this account are assessed through 11/17/2016.' The 'Confirmation Page' section includes a 'Print' button and a thank-you message: 'Thank you. Your payment has been successfully submitted to the Nevada Department of Employment, Training & Rehabilitation. Your confirmation number is 5725742.' The account details are summarized as follows:
 

Account	: 40015056
Legal Name	: Ach Debit Payment
Period/Year	: 2/2016; 1/2016;
Payment Amount	: \$2,000.00
Convenience Fee	: \$0.00
Date/Time	: Friday, 18 November 2016, 11:16:45 AM

 A message at the bottom of the confirmation section reads: 'If you wish to make a payment for any of your liability with us, please click the Next button.' Below this, there is a prompt: 'Please print this page and keep for your records.' At the bottom of the page, there are two buttons: 'Next: List Dues By Period' and 'Home:EmployerSummary'. The left sidebar contains a navigation menu with the following items: Home, Summary Information, File Reports, Make Payments, Profile Maintenance, Submit a Request, Change Account Status, Appeal Information, My Documents, Maintain Users, Benefits Information, Multi Claimant Group, and Payments. The footer of the page contains the text: 'UINV ESS 2016-11-17 11:04:01 UAT'.